

KENTUCKY WORKFORCE INVESTMENT ACT CUSTOMER DATA REPORTING MANUAL

TABLE OF CONTENTS

Section	Category	Page
1	Workforce Investment Act Title 1B Standardized Record Data (WIASRD).....	1-54
	<i>DOL established a standard set of core data elements that must be maintained for each individual who receives WIA Title 1B services beyond self-service and informational activities. The number of data elements collected for each individual is commensurate with the intensity of the service. States must submit copies of the individual participant records once a year.</i>	
2	Workforce Investment Act Terms and Definitions.....	1-15
	<i>Contains key definitions for WIA Title 1B that are used in determining WIA eligibility, reporting and services. The definitions are taken from the WIASRD, Workforce Investment Act of 1998, and the WIA Final Rule (regulations). The chart indicates the Term and its Definition and where in the Act and/or WIASRD it can be found; indicates the applicable WIA Forms; and where the information should be entered in the Employ Kentucky Operating System (EKOS). Terms may be researched in the Final Rule by utilizing the WIA Partial Index of Terms in Section 3.</i>	
3	Workforce Investment Act Partial Index of Terms in Final Rule (WIA Regulations).....	1-19
	<i>Alphabetical index of WIA terms found in the Final Rule (regulations) The page number refers to the last three digits in the Final Rule pagination (49-xxx)</i>	
4	Employ Kentucky Operating System Customer Activities Definitions..	1-21
	<i>A comprehensive listing of terms and definitions of all reportable customer activities in EKOS. Indicates whether the activity is Labor Exchange 9002 reportable or non-9002 reportable, an employment and training activity or a state specific activity. Recording all participant activities allows for reporting and tracking of one-stop activity. For further information concerning specific activities, Web sites are given.</i>	
5	Employ Kentucky Operating System Employer Activities Definitions..	1-6
	<i>A comprehensive listing of terms and definitions of reportable employer activities in EKOS. Recording employer activities allows for reporting and tracking of employer activities through the one-stop system. For further information concerning specific activities, Web sites are given.</i>	
6	Crystal Reports.....	1-36
	<i>Managerial report descriptions and instructions. The Crystal LaunchPad allows local areas and state OET staff to assess participant, employer, office, staff, and performance activity. Contains a detailed description of reports available on the Crystal LaunchPad and specific instructions pertaining to accessing and interpreting the reports.</i>	
7	Low Income Criteria and Minimum Income Levels for Self-Sufficiency	1-2
	<i>Kentucky's 2004 WIA Title 1B Low Income and Self-Sufficiency Criteria listed for each county.</i>	
8	WIA 20 Form and Instructions.....	1-25
	<i>Participant eligibility and verification form and detailed instructions and definitions.</i>	
9	WIA 210 Form and Instructions.....	1-5
	<i>Applicant's statement used for verification. May be used only after all practicable attempts to secure verification documentation have failed.</i>	
10	Annual and Quarterly Reporting Charts.....	1-2
	<i>Chart of time periods (exit cohort) to be reported in the Annual and Quarterly Reports.</i>	